



CAREER PROGRAM 56 (CP-56) COMPETITIVE PROFESSIONAL DEVELOPMENT (CPD) FACT SHEET

What is CP-56?

CP-56 is the career program for all civilian attorneys and paraprofessionals working throughout the Army, including those working for the Office of the Army General Counsel (OGC), US Army Corps of Engineers (USACE), US Army Materiel Command (AMC), and Judge Advocate General Corps (JAGC). The intent of the CP-56 program is to expose civilian legal professionals to formal education, training, professional development, and performance-enhancing job experiences to grow professionally throughout their careers. For more information on CP-56 please see our attorney and paraprofessional ACTEDS Plans available at: http://cpol.army.mil/library/train/actedts/CP_56/.

Does CP-56 offer training opportunities?

Yes, CP-56 offers various competitive professional development (CPD) training opportunities throughout the year. Funding for the training opportunities offered by CP-56 is provided by HQDA, G-3/7 Civilian Training and Leader Development Division through the use of Army Civilian Training, Education and Development System (ACTEDS) funds. The offered CPD opportunities are designed to provide professional development for civilian attorneys and paraprofessionals in order to meet the challenges of today's Army mission.

Who can apply for CP-56 funded CPD opportunities?

Unless otherwise stated, CPD opportunities offered by CP-56 are open to all attorneys and paraprofessionals in permanent positions, who have at least three years of service as an Army civilian. Some training opportunities are only open to a specific occupational series or grade-level and this will be specified in the announcement. Please review each CP-56 announcement carefully to determine if you are eligible to apply.

Is there a waiver procedure to the three year Army civilian service rule?

Yes. AR 350-1, para. 3-93f(3), requires anyone applying for centrally-funded CPD through the career program have a combined total of three years of service as a permanent Army civilian. However, a waiver request procedure to this three year civilian service rule is found in AR 350-1, para. 3-103. The request for exception should be in memorandum format addressed to G-3/7 TRV, Chief, Civilian Training and Leader Development Division, and submitted to the CP-56 office with your CPD application. The waiver request memorandum must be staffed through command channels and contain the endorsement of your Army Command Headquarters.

What training costs does CP-56 pay?

For all CPD opportunities offered by CP-56, the costs to be centrally funded will be stated in the announcement. For most training opportunities, CP-56 will pay for any tuition/books, lodging (actual cost, not to exceed the government lodging rate), per diem, checked baggage fee (one bag for two weeks, two bags for more than two weeks), and travel to/from the training site (as defined in the JTR). CP-56 CANNOT pay for rental cars, parking for rental cars, excess baggage fee, or in/around travel at the TDY site. If a rental car is necessary at the training site, you will need to seek funding from your command.

How do I know what CPD training opportunities are offered?

All CPD training opportunities offered by CP-56 are advertised on JAGCNet (www.jagcnet.army.mil), on the CP-56 MilBook page (<https://www.milsuite.mil/book/groups/career-program-56-legal>), and on the CP-56 Army Civilian Tracker (ACT) page (<https://actnow.army.mil/communities/community/civilian-cp56>). Additionally, the announcements are e-mailed to the CP-56 representatives for AMC, OGC, and USACE for dissemination to the careerists via e-mail. Please ensure you have an active JAGCNet account to receive e-mail notifications of the opportunities when posted, join the CP-56 MilBook page, and review the CP-56 community in ACT.



Recruit, Train, Educate, Develop, Promote and Retain

How do I apply for CPD training opportunities?

Each CPD announcement will specifically outline the steps necessary to submit an application. Most announcements will require a Competitive Professional Development (CPD) Application, to contain the applicant's Statement of Interest, a Utilization Plan from your Supervisor, and a Memorandum of Endorsement from the Head of your Legal Office. You will also be asked to provide a copy of your Civilian Record Brief (CRB) or Civilian Career Report (CCR). The Applicant's Statement of Interest should indicate why you desire to attend the advertised training, and how the training will contribute to your professional growth. Remember that the application for CPD training is a competitive process, and your response will be reviewed by a selection panel for determining who will be awarded centralized funding. Your Statement of Interest is similar to a writing sample and you are encouraged to review your work for spelling and grammatical mistakes.

The Supervisor's Utilization Plan should outline how your supervisor envisions the training will help you develop professionally, and how that development will benefit your office and the Army. The Utilization Plan should also describe the Army's return on investment from the training. Specific examples of how your office will utilize the new training are always helpful. If the head of your legal office writes your Utilization Plan, you do not need a separate Memorandum of Endorsement. However, if your supervisor signing the Utilization Plan is not the head of your legal office, you will need a separate Memorandum of Endorsement supporting your participation in the training.

You will also need to include a copy of your Civilian Record Brief (CRB) or Civilian Career Report (CCR) with your application. To obtain your CRB you will navigate to the CPOL site (<https://acpol.army.mil>), click the "Portal Login" button in the top-right corner, use your CAC to enter the site, select the "Employee" tab at the top of the page, select "Go" under the Employee Data block, on the left-hand side of the page under Self Service Application select "Civilian Record Brief," and select "View My CRB." To retrieve your CCR you will navigate to the DCPDS site (<https://compo.dcpds.cpms.osd.mil/>), use your CAC to enter the site, select the purple box "My Biz + Army," select the gray "Reports" box, select "View/Print" beside "Civilian Career Reports," and "Preview Report."

As stated in each announcement, applicants must create a "student" account in GoArmyEd (www.goarmyed.com). At the time of the CPD application, only the creation of an account is required. You will not submit your application in GoArmyEd, but rather via e-mail as stated in the announcement. Also, if the training involves travel for TDY, you should have a government credit card at the time you apply for the CPD. If you are selected for attendance, you will need your government credit card to make your flight and hotel reservations for your travel orders.

Is everyone who applies selected?

No. As indicated by its name, CPD is a competitive process, with selectees for centralized funding chosen by a selection board based upon the quality of the applicants' application. Each fiscal year, CP-56 has limited funds to offer for training, and will be unable to fund everyone who applies for each course.

How are applicants selected?

Once the announcement closes, all applications are reviewed by a selection board to determine who will be selected for funding to attend the offered training. The selection board is comprised of senior attorneys from the four qualifying authorities. Each selection board member reviews and scores all of the applications. The board members' scores are averaged and an order of merit list is created from the average scores for awarding funding.

What criteria is used by the board in making the selections?

The selection committee considers the following factors in scoring the applications: (1) whether the application contained all the required components; (2) the strength of the Statement of Interest (was the statement persuasive, well-written, and did it convey how the training will aid in the applicant's professional growth?); (3) strength of the Utilization Plan (does the supervisor express that the person needs to be trained in the areas training is sought, does the training respond to current duties or an emerging mission of the employee, how will the training better the individual and the office?); and (4) return on investment (based upon the entire application packet does it appear that the training will better the applicant professionally and has the applicant demonstrated potential for future success?). A small deduction is applied for those applicants who have attended CP-56 funded training within the twelve previous months, solely to ensure that training dollars are widely distributed.

Who should I contact if I have questions about training opportunities offered by CP-56?

Please contact Ms. Sarilyn Leary at 254-287-2993 or sarilyn.e.leary.civ@mail.mil to discuss CP-56 training opportunities or questions about the application process. Additionally, Ms. Leary would always like to hear what additional training opportunities you would like to see funded by CP-56.



CP-56

Recruit, Train, Educate, Develop, Promote and Retain